

# SOUTHERN YORK COUNTY SCHOOL DISTRICT

## USE OF SCHOOL FACILITIES APPLICATION/APPROVAL

The facilities of Southern York County School District were developed primarily for the curricular and co-curricular use of its public school students. However, District facilities are available for the use of the community organizations provided that dates and times do not conflict with school activities, and when such use promotes the betterment of the community. Board Policies 707 and 707.1 govern the application and approval process and are the basis of this form and instructions. Board Policies are available for review in the building offices and at the District Administration Building. Copies are available upon written request.

1. Application/approval forms are available at building offices and at the District Administration Building
2. Upon completion, the form should be returned as follows:
  - a. Athletic facilities (gymnasiums, fields, etc.) – Athletic Director
  - b. Curricular facilities (classrooms, cafeteria, auditoriums, etc.) – Building Principal
  - c. Fissels Church School Museum – Facilities Manager
3. Application should be made in accordance with the following schedule: **An application is needed for each time period.** Applications will be considered as being filed on the dates noted. **There is no priority for early submissions.** Early submissions will be held until the dated noted below.
  - a. May 1 (Winter Period) Activities for November 1 – March 31
  - b. February 1 (Fall Period) Activities for July 1 – November 30
  - c. September 1 (Spring Period) Activities for March 1 – June 30
  - d. December 1 (Summer Period) Activities for June 1 – August 30
4. The administration will determine the availability of the facility, satisfaction of usage criteria, and fees.
5. Non-school sponsored entities are required to have a certificate of insurance on file.
6. Priority for the use of school facilities shall be based on the following criteria: (1) School sponsored activities or District organizations; (2) school affiliated groups/organizations (PTO, adult booster clubs, alumni, etc.); (3) District-based non-profit youth organizations (early evening) and non-profit adult organizations (later evening); and (4) Non-profit groups or organizations outside the District.
7. If the usage requires the services of a custodian, cook, or security officer, the organization will be charged a fee. For 2015 - 2016, that rate will be \$31.02 per hour, adjusted annually. You will be advised if a service fee applies.
8. Facility rental charge (does not include service fee) - Representative charges for building for 2015 - 2016 are below. Rates may be adjusted annually.

Building	Auditorium	Gymnasium	Classroom	Cafeteria	Cafeteria/Kitchen	Stadium*	Athletic Field
High School	250	200	60	175	225	350	100
Middle School	225	175	60	150	200	n/a	n/a
Elementary	n/a	150	60	125	200	n/a	n/a

\*All groups using stadium fields will be required to have a staff member present. In addition, security staff may be required.

### SPECIFIC LINE INSTRUCTIONS

Please PRINT all required information

1. Date(s) and time(s) of usage – You may list single dates, multiple dates, or ranges of dates, but they must be within the “one season” rule (See item 3 above). **Please respect the needs of other organizations and refrain from asking for large blocks of time that you may not need.** Be realistic with your times, but allow for set-up and clean up. Remember, that a custodian, cook, teacher, or administrator must be present in a school building when it is in use. If the event time is outside the regular workday of a custodian or cook and their services are required, there will be a service fee.
2. School/site – Name the school where the event(s) will be held. Do not list multiple schools on a single application.
3. Facility – Be specific with your facility request. Please submit a separate application for each site that is obviously separate and distinct.
4. Event description – Describe the activities that will take place, the purpose of the event, the supervision, etc
5. Requesting organization – List the complete name of your organization.
6. Contact name/title, phone number, and address – The individual listed here will receive the approved application and cover letter outlining the terms under which approval was granted. This person is also assumed to be the correct individual to contact in the event that the District cancels its approval because of a subsequent scheduling conflict.
7. Billing name/title, phone number, and address – You may write “Same” on these lines if the contact person is also responsible for making payment. Otherwise list a complete name and address for billing purposes.
8. Estimated number of participants and spectators – Project the number of people that are expected to use the facilities on each day. This information is important so that the District can plan for the necessary staff.
9. Agreement to terms – The agreement section must be signed by an individual in the organization with the authority to bind the organization contractually.

# SOUTHERN YORK COUNTY SCHOOL DISTRICT

P.O. Box 128 • Glen Rock, PA 17327-0128 • Phone 717-235-4811

USE OF SCHOOL FACILITIES APPLICATION/APPROVAL



Please print or type all information — See instructions

1. Date(s) and time(s) of Usage:

Dates	Start Time	Finish Time

2. School/Site \_\_\_\_\_

3. Facility including necessary technology needs \_\_\_\_\_

4. Event Description \_\_\_\_\_

5. Requesting Organization \_\_\_\_\_

## -----CONTACT INFORMATION-----

6a. Name \_\_\_\_\_ 6b. Title \_\_\_\_\_ 6c. Phone \_\_\_\_\_

6d. Address \_\_\_\_\_

## -----BILLING INFORMATION-----

7a. Name \_\_\_\_\_ 7b. Title \_\_\_\_\_ 7c. Phone \_\_\_\_\_

7d. Address \_\_\_\_\_

8a. Estimated number of Participants \_\_\_\_\_ 8b. Estimated number of Spectators \_\_\_\_\_

I understand that: (1) facility usage is conditioned upon terms that will be included in a cover letter that will be returned to me with an approved copy of this application; (2) if I disagree with those terms, I will contact the Superintendent's Office to cancel my request; (3) usage of the facility indicates agreement with the stated terms; and (4) the District reserves the right to revoke this approval, in whole or in part, in the event that the requested facilities are required for District use.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## DISTRICT USE ONLY

APPROVED / DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

APPROVED / DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

Rental Fee \_\_\_\_\_ Staff Requirements \_\_\_\_\_

APPROVED / DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date